

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY SERVICE OFFICER II

DEFINITION:

Under general supervision, at the journey-level, to perform the more complex community service and non-hazardous police functions, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Community Service Officer series. Positions classified at this level may be underfilled with Community Service Officer I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Processes and lifts latent prints at designated "cold crime scenes";
- Identifies, processes and collects crime scene evidence;
- Investigates and reports vandalism, grand theft, and annoying or threatening phone calls;
- Investigates and reports certain residential and commercial burglaries and crimes against property;
- Investigates assigned non-injury vehicle accidents with fault determination and field reporting;
- Prepares missing adult, hit-and-run and other similar reports;
- May assist in the training of new employees and less experienced subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of experience performing community service and non-hazardous police functions. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.